Welcome to CNAP

The Child Nutrition Application Program
http://meis.mde.state.mi.us

School Meals Program

Last Updated: 5/23/2003

Questions?

- E-mail, MDE-CNAP-SchoolMeals@michigan.gov during or after the presentation
- Live, at the end of the presentation

Training Presentation

- www.michigan.gov/mde
- Click on Programs and Offices
- Click on School Support Services
- Click on CNAP

Agenda

- ***What is CNAP?***
- What is needed to use CNAP?
- Accessing CNAP
- Entering a School Meals application
- Modifications and amendments
- Questions

What is CNAP?

The Child Nutrition Application Program

- Apply online
- Error checking during entry
- Online review and comment on applications
- Amendments online
- Previous years' application information saved and brought forward
- Up-to-date view of the applications
- Automated generation of email

CNAP Benefits

• Reduce paperwork for applicants and MDE

• Save time in future years, since most prior year data will be available (not just Schedule A)

• Process your application more efficiently and quickly

Agenda

- What is CNAP?
- *What is needed to use CNAP?*
- Accessing CNAP
- Entering a School Meals application
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What is needed to use CNAP?

1. An Internet Connection
2. Web Browser
   (IE/Netscape 4.0+)
3. JavaScript and Session Cookies enabled for the Web Browser
4. Adobe Acrobat 4.0+
5. A Valid MEIS Account
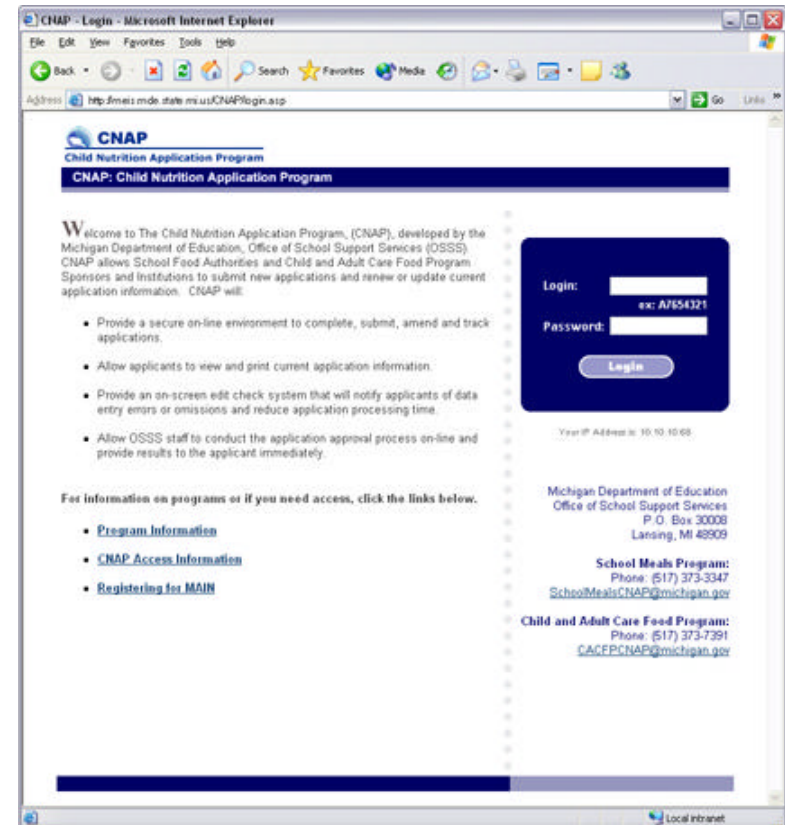
Quick facts about CNAP

1. Users must have access to a working Internet connection.
2. CNAP can be accessed from multiple machines.
3. CNAP does not impose any hardware requirements on its users.
4. CNAP is accessible through a common Web browser (IE 6.0 preferred).
5. CNAP is located at http://meis.mde.state.mi.us

Internet connection

- Modem (telephone lines) will be sufficient
- DSL or cable modems are faster
- The faster the connection, the easier it is to use CNAP

Beware proxy servers and other security settings

- Local security can impact performance

What is an Internet Browser and which ones can be used?

An Internet Browser is computer software used to browse (view) the World Wide Web.

CNAP supports Internet Explorer or Netscape versions 4.0 or higher.

You can check the version number by clicking "Help" and then by clicking "About Internet Explorer" or "About Netscape".

If the version you have is below 4.0, you can download the latest version by going to:

http://www.microsoft.com/windows/ie/default.asp
http://home.netscape.com/download/

Browsers are free software.

Preferred: IE 6.0+

What is JavaScript ?

JavaScript is a programming language that is used on Websites to increase functionality. In CNAP, JavaScript is used for a variety of features including the automatic correction of user-entered data.

Internet Explorer

Click "Tools"

Click "Internet Options"

Click the "Security" tab

Click "Custom Level"

Under "Scripting", "Active Scripting", Click "Enable"

If the CNAP system detects that JavaScript is disabled for the browser, CNAP will show this list of steps.
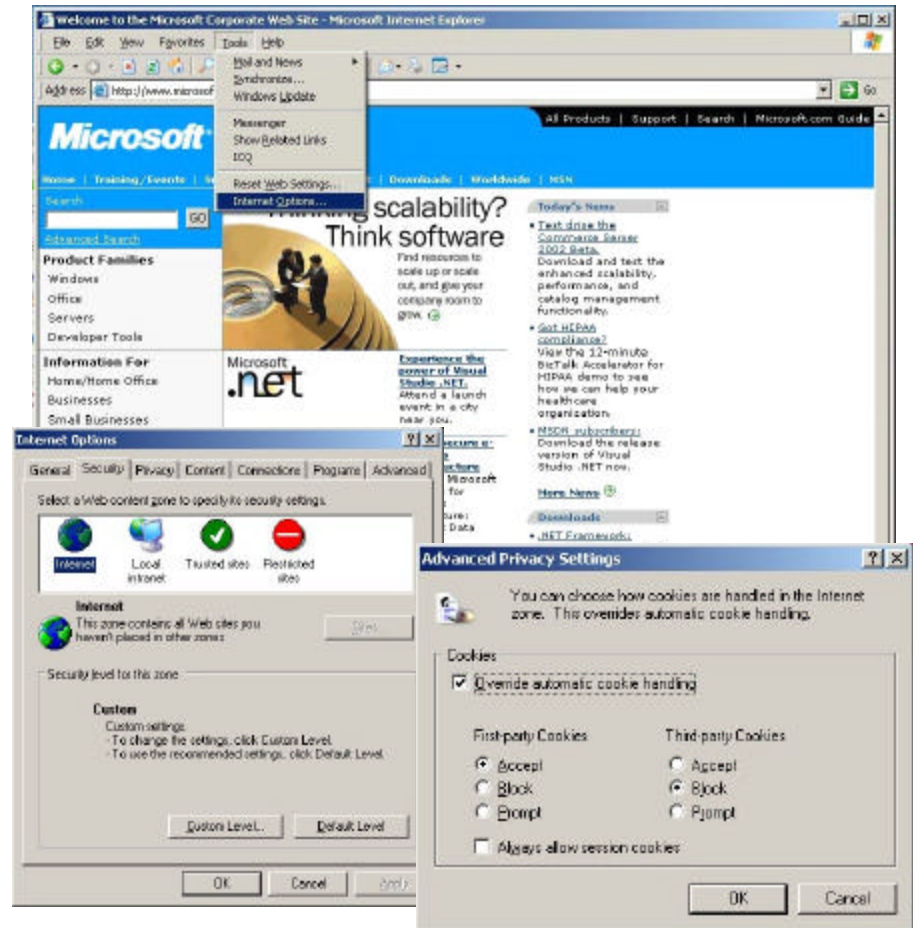
What is JavaScript? (continued)

JavaScript is also used in CNAP to do tasks such as open new windows, provide a menu system, and supply user-friendly error messages.

Netscape

Click "Edit"

Click "Preferences"

Click "Advanced"

Click "Enable JavaScript"

If the CNAP system detects that JavaScript is disabled for the browser, CNAP will show this list of steps.

![CNAP - Child Nutrition Application Program]
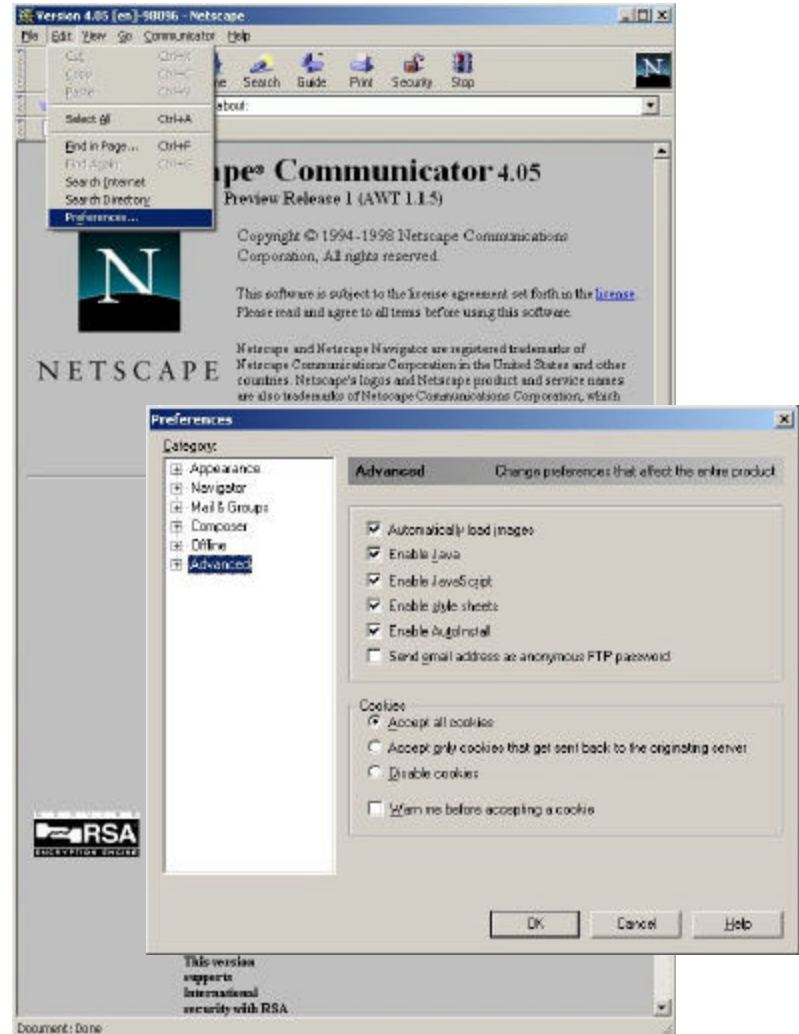
What are Session Cookies?

Cookies are either files or pieces of information temporarily stored in computer memory that are used to record information.

CNAP uses session cookies.

To use session cookies:

Internet Explorer

Click "Tools"

Click "Internet Options

Click the "Security" tab

Click "Custom Level"

Under "Allow per-session cookies (not stored)" Click "Enable"
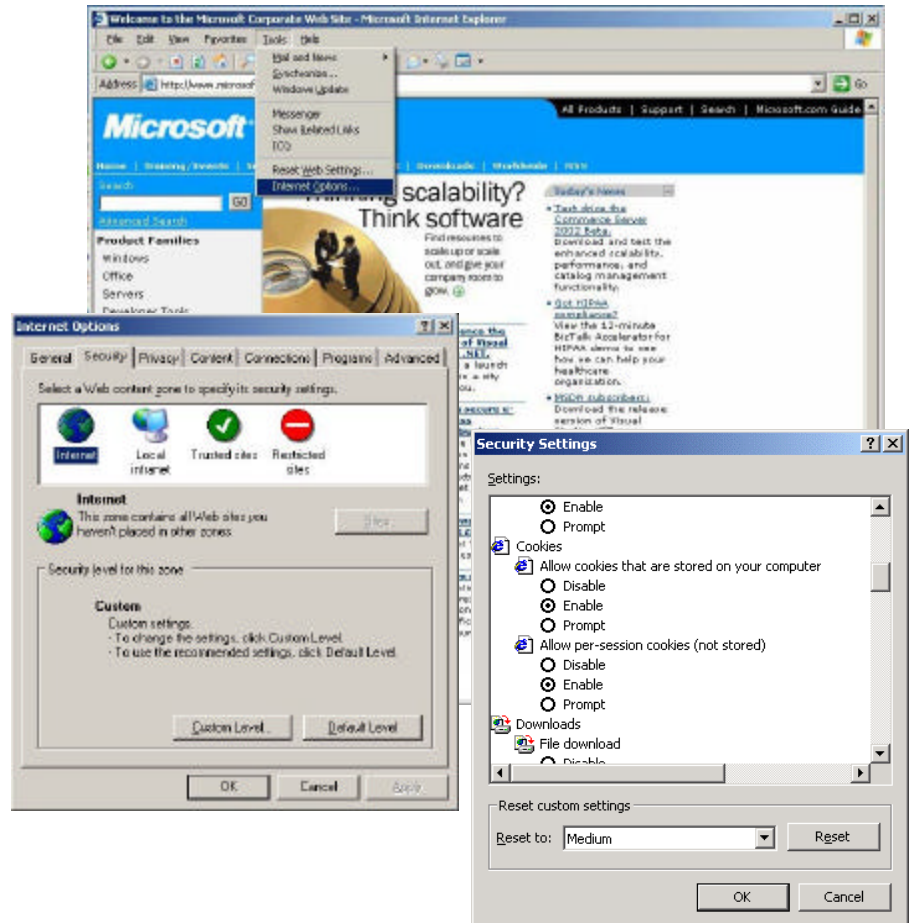
What are Session Cookies? (continued)

Although some in the Internet community are concerned about the abuse of Disk Cookies which are often used for marketing purposes, the Session Cookies used by CNAP do not warrant any sort of concern.

No sensitive data is stored within these Cookies, and once you logoff CNAP or close your browser each Session Cookie is automatically removed.

Netscape
Click "Edit"
Click "Preferences"
Click "Advanced"
Under "Cookies" Click "Accept all Cookies"
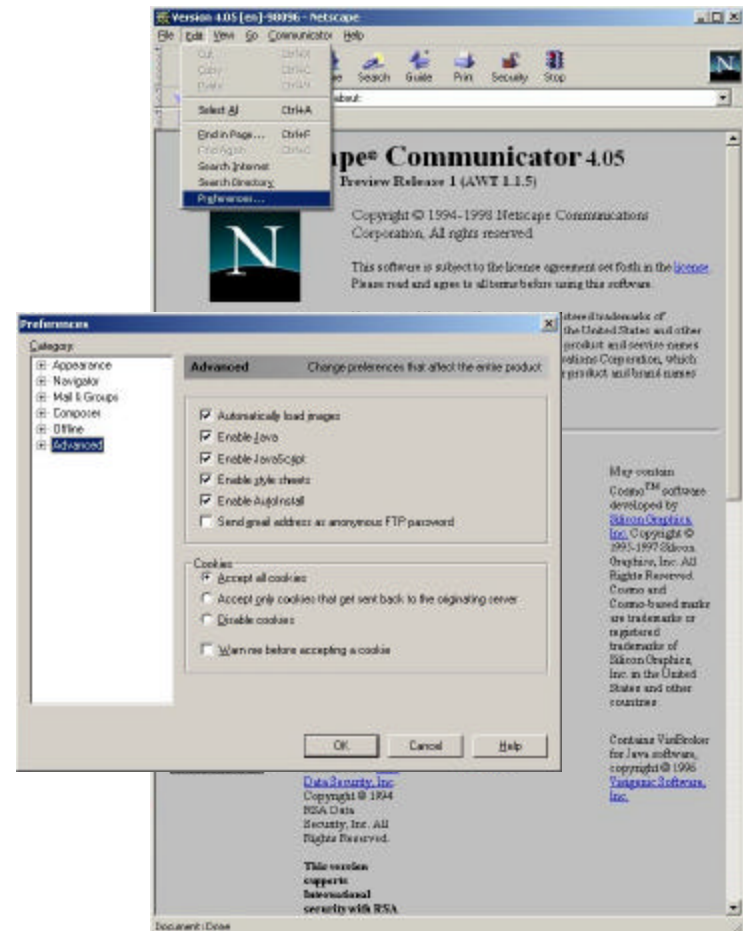
What is Adobe Acrobat Reader and do I need it? "PDF's"

Adobe Acrobat Reader is a software program that is used to view PDF files. PDF stands for "Portable Document Format". Regular Web pages which are programmed in HTML (Hypertext markup language) do not always look good when printed. The PDF format was designed for the Web to look consistent each time it is printed. CNAP uses PDFs for those things that must be printed. In some cases PDFs are dynamically generated using data entered by users.

Once Acrobat Reader is installed, all files in CNAP with the extension .pdf will be opened with the Acrobat Reader Program.

Adobe Acrobat Reader is free software, and can be downloaded from
http://www.adobe.com/products/acrobat/readstep2.html

CNAP supports Adobe Acrobat and Adobe Acrobat Reader versions 4.0+

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Acrobat 5.0.5 10/26/2001   MI Dept of Educ / Field Services
KWW500R7105607-900

Adobe Acrobat 5.0

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What is MEIS and how can an account be obtained?

MEIS is the Michigan Education Information System.

MEIS provides one system for the management of user accounts for a variety of MDE applications.

In order to use CNAP (and potentially other State of Michigan systems) you must first obtain a free MEIS account. This can be done by going to the following URL (Website Address) and clicking **Create a MEIS Account**:

http://meis.mde.state.mi.us/userman/

Create a MEIS Account in four easy steps.

Do NOT create a new MEIS Account if you already have one!

MEIS is also used for:

- **Claims**
- **MEGS**
- **School Bus Inventory**

1. Click **Create a MEIS Account** and enter the first and last name of the user account to be created.

2. Click the **Proceed to Step 2** button and add the basic biographical information.

More on MEIS Accounts

3. Complete the security information used for getting password help.

4. Verify the account information you have provided and click the **Create New MEIS Account** button.

Confirming your MEIS Account

The final screen will confirm your account.

Hint: Print this page for your records.

Hint: Change your password immediately.

Warning: Passwords are case-sensitive

Your MEIS account will be able to access CNAP once you have been entered in the system.

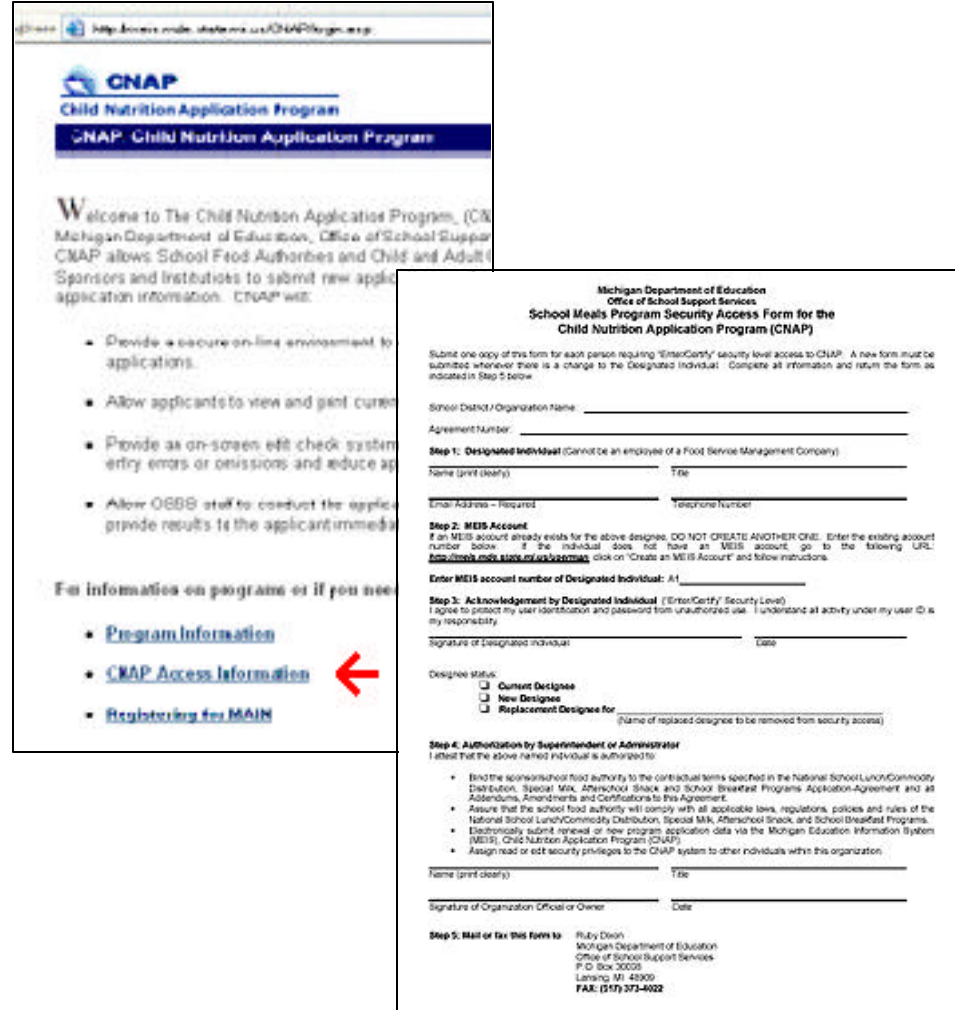For help with MEIS

(517) 335-0505

Agenda

- What is CNAP?
- What is needed to use CNAP?
- ***Accessing CNAP***
- Entering a School Meals application
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![CNAP - Child Nutrition Application Program]

How do I access CNAP?

- The first screen has links to:
  - Program Information
  - CNAP Access Information
  - Registering for MAIN.

- To gain access to CNAP, you must first submit the appropriate CNAP Security Forms.
- Click the [CNAP Access Information] link to access the CNAP Security Web page.
- The CNAP Access Information page will direct you to download, print, complete and mail the appropriate security forms to gain access to CNAP.

Note: This is NOT Claim Security

CNAP Authorization Structure

Level 3 - Enter/Certify

- **Can Enter/Edit information and Certify applications**
- Can initiate applications
- Can assign lower security levels (levels 1 and 2) to allow other users to edit or view
- Submit, modify and delete applications and amendments

Level 2 - Enter/Edit

- **Can Enter/Edit information on application pages**

Level 1 - Read-Only

- **Can View all parts of the application**
- Cannot input or edit any information

Who Can Be Level 3 Enter/Certify?

- May be same person as for Claims
- May be a different person
- Must be a school district / sponsor employee, not food service management company

Logging In to CNAP

Once your Security Form has been submitted and approved, you can use your MEIS Login and Password to login to CNAP.

Remember, the MEIS password is Case Sensitive.

To Login to CNAP:

• Enter your MEIS Login and Password in the text boxes on the CNAP Login page

• Click the Login button

If you receive an error message that you have a valid MEIS account, but are not authorized in CNAP, contact the authorized Level 3 Enter/Certify user within your sponsor organization, if one is assigned. If one has not been assigned, contact the Office of School Support Services (OSSS), and mention "CNAP security".

Avoid the "Back" and "Forward" buttons

CNAP is a dynamic, database driven, Web application. Content in CNAP changes according to information that is entered into the system. When applicants enter important information into the system, it changes the way they see certain parts of the application; therefore, it is highly recommended that users use the navigation provided within the application.

Using the browser's Back and Forward buttons to return to a page is not the same as clicking a link to go to that same page. The Back button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed. By using the Back button the user is not getting the latest information from the website but rather an "older" saved version of the page.

Avoid the "Back" and "Forward" button in order to always see the latest information available.
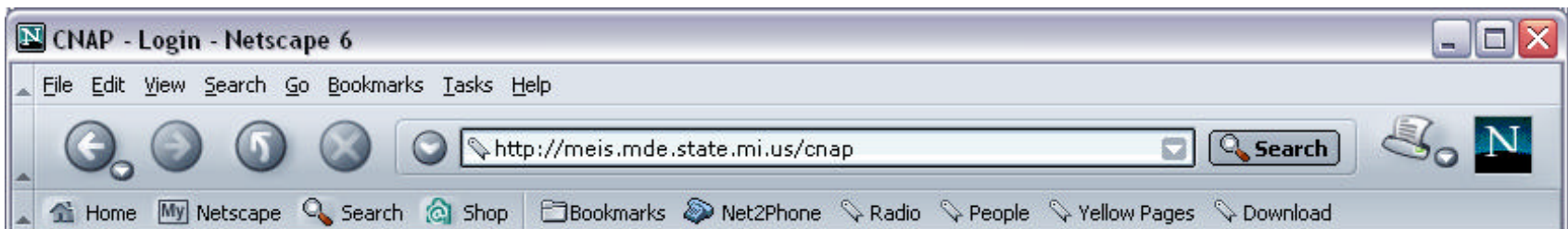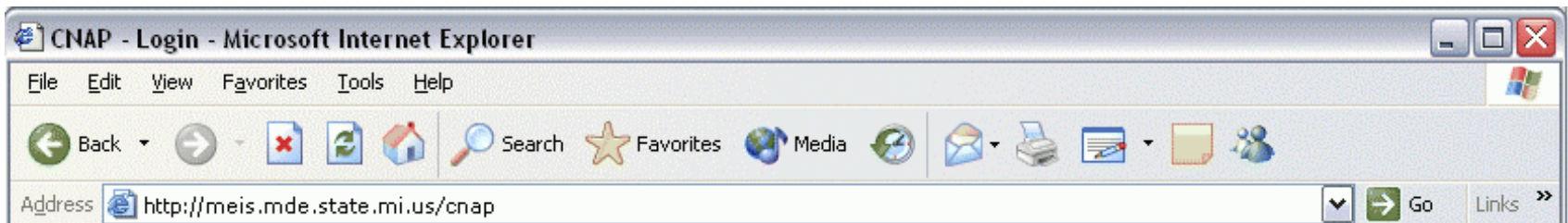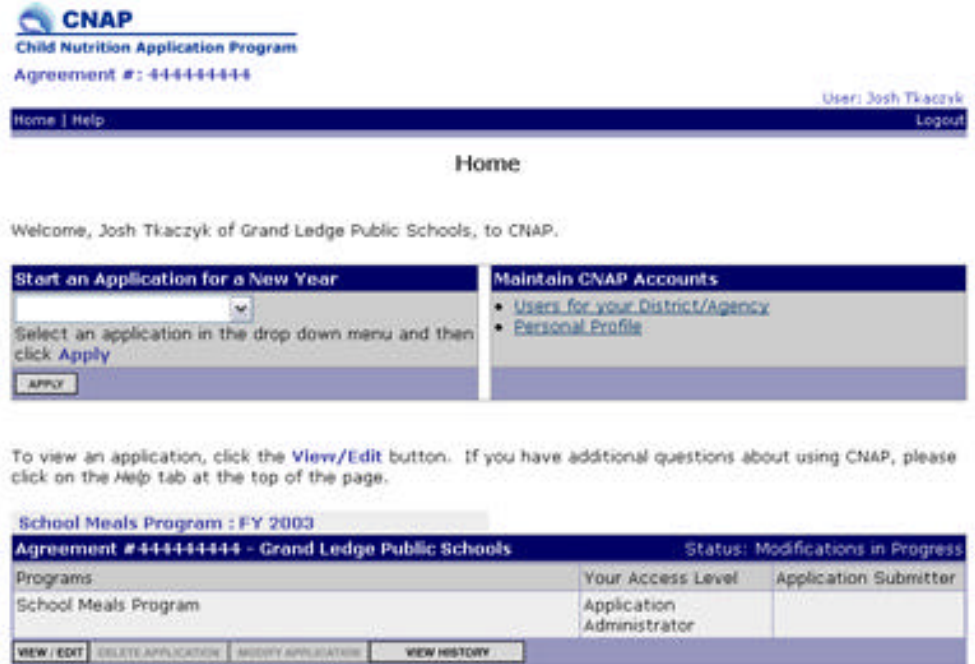
Agenda

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- What is needed to use CNAP?

- Accessing CNAP

- ***Entering a School Meals application***

- Modifications and amendments

- Questions

Home

From Home, you can:

- Start an application for a new year
- Choose an application to work on
- View Users for Your District/Agency
- View Your Personal Profile
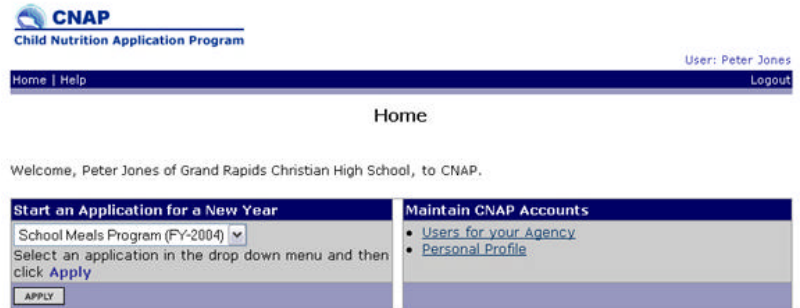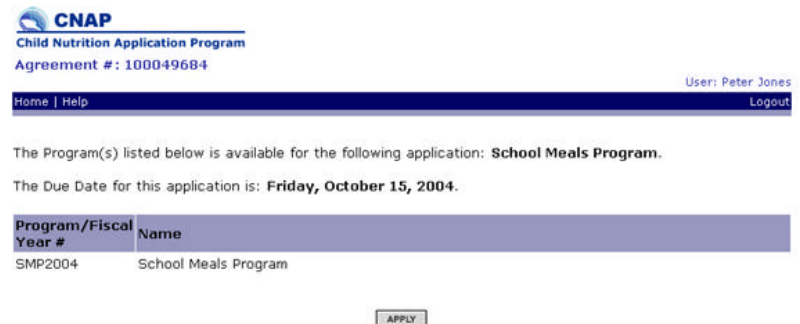
Starting a New Application

From HOME

1. Select a Program/Fiscal Year from the drop down list.

2. After selecting the application click the **Apply** button.

3. Review the information presented about your selection, and verify by clicking the **Apply** button to start your application for the new year.

4. Data from the prior year is copied or brought forward: this year, Schedule A; next year, most data

5. You will then be directed to the Main Menu for your new application.

CNAP-School Meals Walkthrough

Main Menu

- Application Agreement Materials
- Sponsor/Site Information
- Program Forms
- Downloadable Required Documents
- Downloadable Prototypes
- Other Forms And Information
- Attachments
- Administrative Options

Header Details

1. **Home** – Allows the user to return to the page with all initiated applications by the user's district/agency.
2. **Main Menu** – This link will return the user to the list of documents for the current application.
3. **Help** – This link will take the user to specific help information for each page. This feature is the first line of defense for question or problems that users might encounter.
4. **Errors** – This page will track the progress of the application and alert the user when any critical part is not completed. All errors must be addressed in order to submit the application.
5. **View Comments** – Use this to view processor comments.
6. **Logout** – This link will log the user out of the application.
7. **Application and User Information** - Information on which application is currently being worked, the application's current status, fiscal year of the application, and the current user's name, the Applicant Sponsor, and the Agreement Number.

![CNAP - Child Nutrition Application Program]

Application Agreement Materials *(Read This First)*

Read these documents first

- General Instructions
- Application Agreement
- Policy Statement
- Afterschool Snack Application - Agreement Addendum
- Program Renewal Certification

  (Print and retain with your Application Agreement)

Processor Overview | Application Search | Main Menu | Errors | Help   Admin | Add Help | Checklist | Logout

Main Menu

APPLICATION AGREEMENT MATERIALS *(Read this first)*
- General Instructions
- Application Agreement
- Policy Statement
- Afterschool Snack Application - Agreement Addendum

SPONSOR / SITE INFORMATION *(Complete or Update and 'Save' the follow)*
- Schedule A Sponsor Information
- Schedule A Site Listing

PROGRAM FORMS *(Complete or Update and 'Save' the following forms)*
- Prototype Document Certification - Policy Statement
- Collection Procedure/Accountability - Pre-Paid List
- Collection Procedure/Accountability - Ticket System
- Collection Procedure/Accountability - Computer Systems
- Collection Procedure/Accountability - Roster or Class List
- NSLP/SBP Collection Procedure Checklist - Preventing Overt Identification
- NSLP/SBP Collection Procedure Checklist - Adequate Counting System at Point of Service
- NSLP/SBP Collection Procedure Checklist - Eligibility Determination
- Pre-Award Civil Rights Compliance Review
- Summer Months Claim Information

Sponsor/Site Information

- Schedule A Sponsor Information
- Schedule A Site Listing

Sponsor Information

- Enter Sponsor Information on this page.
- If SFA has meals prepared and delivered by a Vendor/Caterer (item 3), you must download, complete and mail the Food Service Contract and Commodity Agreement.
- Item 6, 'Check Month if Claim Form needed', is not required for RCCI Sponsors. If non-RCCI and at least one month is checked, you will be required to complete the Summer Months Claim Information form.
- No entry is required for Meal Types. The Meal Types are determined by selections on the site pages.
- Answer new question on kitchen location and central production kitchen contact information
- When done editing, click the **Save** button

Sponsor Information

RETURN TO APPLICATION MENU

Save   Clear

Agreement #:	150465498
Sponsor Name:	Little Friends Childrens Center
Address Line 1:	544 Cherbourg Dr
Address Line 2:	Ste 102
City:	Lansing

State: MI   Zip: 48917

1. Federal Employer ID Number: [   ]   School District Code: [   ]

2. Is SFA operated by a Food Service Management Company?   Yes ☐   No ☑
   If YES, Name of Company: [   ]

3. Does SFA have meals prepared and delivered by a Vendor/Caterer?   Yes ☐   No ☑
   If YES, Name of Vendor/Caterer: [   ]

4. Type(s) of Special Milk Program Operated (If Applicable):   Free ☐   Pricing ☐   Non-Pricing ☐

Site Listing

On the Site Listing page, you can:

- **Add and Review your Sites**
- **Activate and Inactivate Sites**

- This page lists the Sponsor and all Sites which are participating, or have participated, in the application
- New Sites are marked with an asterisk (*)
- Sponsors may mark Sites active or inactive for an application by clicking the checkbox in the **Active** column for a Site, and clicking the **Save** button
- Click the hyperlinked name of the Sponsor to view or edit the Sponsor Information page
- Click the hyperlinked name of a Site to view or edit the Site Information page
- If a Site has Special Milk, an additional Site will be created on the grid to display its Special Milk status, marked with a milk icon.

CNAP
Child Nutrition Application Program
Agreement #: 444444444   Grand Ledge Public Schools

School Meals Program
In Process of Creation
Fiscal Year: 2003
User: Sylvania Dye - Super User

Processor Overview | Application Search | Main Menu | Errors | Help   Admin | Add Help | Checklist | Logout

RETURN TO MAIN MENU

ADD/REVIEW APPLICANT SITES

ADD A SITE

Save | Cancel

Instructions: To add a site to this application, click the Add a New Site button. To inactivate a site from this application, select the site by clicking on the box under Active for that site to remove the check and click on the Save button. To commit changes click the Save button. To cancel changes to this page click the Cancel button.

- New sites are marked by an asterisk: *
- Special Milk sites are marked with a milk icon: 🥛

Name	Agreement Number	Approved	Active	School Breakfast	School Lunch	Afterschool Snack	Special Milk
GRAND LEDGE PUBLIC SCHOOLS	444444444	✔	✔	✔	✔		✔
Grand Ledge Elementary	222222222	☐	☐		✔		
🥛 Grand Ledge Elementary	SSSM10040						✔
Grand Ledge High School	333333333	☐	☐				✔
Hayes Elementary	555555555	☐	☐				✔
Willow Ridge Elementary *	111111111	☐	☑	✔			

ADD A SITE

Save | Cancel

RETURN TO MAIN MENU

Adding a Site

To Add a Site:

- Click the **Add a Site** button on the Site Listing page
- A new window will open
- Enter the site's Agreement Number in the textbox
- If your site is an RCCI and has no Agreement Number, select the checkbox
- Click the **Go** button
- The popup window will close, and you will be directed to the Site Information page

Site Information

Complete the Site Information page for each Site:

- Enter Site Information

- If the Site has the Special Milk Program, the Special Milk Enrollment field is required

- If Afterschool Snack is selected, fields under item 5b must be completed

- If a Joint Food Service Contract is required, it must be printed, completed, signed and mailed

- Choose your Site's Kitchen Type, and complete the fields required for your chosen type

- When done editing, click the **Save** button

Save

Instructions: Select an Existing Site to Add, or enter information for a new Site below:

Add Applicant Site

1. Check here if this site does **NOT** have an Agreement Number: ☐
2. Site Agreement Number: _____ (Click here to change Site Name.)
3. Site to Add: _____
   - Address Line 1: _____
   - Address Line 2: _____
   - City: _____

   State: MI   Zip: ____

3. Enrollment: ____
4. Menu System: Choose Your Menu System ▼

5a. Meal Types:
   ☐ School Breakfast
   ☐ School Lunch
   ☐ Special Milk Program   Special Milk Enrollment: ____
   ☐ Afterschool Snack

5b. If Afterschool Snack is selected:
   Check One:
   A. Non Area Eligible   ☐
   B. Area Eligible: Site has 50%+ free/reduced ☐
      from October claim
   C. Area Eligible based on another site within ☐
      the attendance area
      Building Code Number: _____
      Building Name: _____

6. Is a Joint Food Service Agreement required?
   ☐ Yes   ☐ No
   (If yes, enter data, print, have beneficiary sign, and mail.)

7. Kitchen Type: Choose Your Kitchen Type ▼
   If satellite kitchen, provide the building code number of the base kitchen: _____
                                    or the vendor name: _____
   If base kitchen, provide the number of sites receiving meals from
   this kitchen **(include both base and satellite site(s) in the total):** _____
   If on-site or base kitchen, provide the average number of meals provided per day: _____

8. Is all data for this site correct?
   ☐ Yes   ☐ No

Save

Editing a Site

- Click the hyperlinked Site Name on the Site Listing page to access its Site Information page.

- To edit a Special Milk Site, click the first hyperlinked instance of that site (without the Special Milk icon). The Site Information page applies to both instances of the Site on the Site Listing page.

- When done editing, click the **Save** button on the Site Information page.

- Click the **Return to Previous Page** button to return to the Site Listing page

Program Forms
You will see forms applicable to your program.

- Prototype Document Certification – Policy Statement
- Collection Procedure/Accountability-Pre-Paid List (if non-RCCI)
- Collection Procedure/Accountability-Ticket System (if non-RCCI)
- Collection Procedure/Accountability-Computer System (if non-RCCI)
- Collection Procedure/Accountability-Roster or Class List (if non-RCCI)
- Collection Procedure/Accountability For Residential Child Care Institutions
- NSLP/SBP Collection Procedure Checklist-Preventing Overt Identification (non-RCCI)
- NSLP/SBP Collection Procedure Checklist-Adequate Counting System at Point of Service (non-RCCI)
- NSLP/SBP Collection Procedure Checklist-Eligibility Determination (non-RCCI)
- Pre-Award Civil Rights Compliance Review (new applicant only)
- Summer Month Claim Information (non-RCCI, only if at least one of June, July or August is checked on the Sponsor Information page)

Navigating in Program Forms

To Navigate in Program Forms:

- Select a hyperlinked Program Form name from the Main Menu

- To continue working through the forms, click the **First, Previous, Next** or **Last** buttons at the top or bottom of the Program Form page

- You may stop working on your application and start again at any time. All information you have saved will be retained in CNAP.

- When you come back, click the hyperlinked Program Form name on the Main Menu where you left off
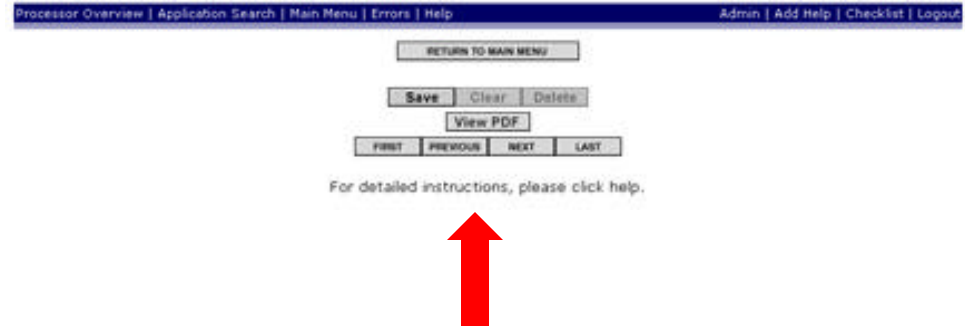
Saving Program Forms

Program Forms must be SAVED by clicking the Save button or information will be lost

- Remember to **Save** pages before navigating away
- When entering long narrative text into textboxes, it's a good idea to **copy** and **paste** from a word processing program
- Save Early, Save Often

arch | Main Menu | Errors | Help   Ad

RETURN TO MAIN MENU

Save   Clear   Delete

View PDF

FIRST   PREVIOUS   NEXT   LAST

For detailed instructions, please click help.
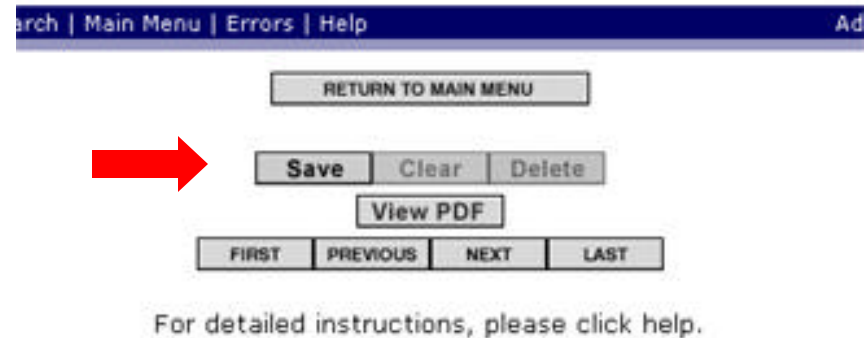
Program Forms (continued)

Prototype Document Certification – Policy Statement

- If option A is selected, do not fill out the rest of this page.

- If option B is selected, at least one of the prototype documents checkboxes must be selected.

- If **Other** is selected, a description is required in the textbox

- Selection of any of the prototype documents will require submission of the document(s) for approval. Return to the Main Menu to upload or mail the required documents (located in the **Attachments** section)

- Verify that all data is correct

- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS(00000)
PROTOTYPE DOCUMENT CERTIFICATION - POLICY STATEMENT

☐ A. We are using the 2002-2003 prototypes provided by MDE on our letterhead.

☐ B. We plan to change the forms indicated below.
(Prototype changes require prior Michigan Department of Education Food and Nutrition Program approval.)

☐ Letter to Parents
☐ Application for Free Milk
☐ Sample Public Release for Free and Reduced Price Meals/Free Milk
☐ Application for Free and Reduced Price Meals
☐ Approval/Disapproval Form to Parents
☐ Other (Specify) [   ]

To attach forms required for approval, return to the Main Menu
Check here if all data is correct. ☐

Program Forms (continued)

Collection Procedure/Accountability-Pre-Paid List (non-RCCI)

- If **Other** is selected for any item, a description must be provided for that item
- Meal counts may be taken at the beginning of the serving line only when the school district **ensures** that meals are monitored for completeness at the end of the serving line
- Verify that all data is correct
- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS(00000)

COLLECTION PROCEDURE/ACCOUNTABILITY - PRE-PAID LIST

Free meal or milk recipients are automatically included on a checklist. Reduced price and full paid children are allowed to pay in advance for the meals or milk and their names are added to the list. Children's names are checked as they go through the serving line. The option of and procedure for advance payment for the meals or milk must be explained to the children and parents.

a. Pre-payment for meals/milk: ☐ DAILY ☐ WEEKLY ☐ MONTHLY ☐ OTHER: [____]

b. Location of payment: ☐ OFFICE ☐ CLASSROOM ☐ CAFETERIA ☐ MAIL

   ☐ OTHER: [____]

c. Time of payment: ☐ BEFORE SCHOOL ☐ BEFORE LUNCH ☐ DURING SCHOOL ☐ AFTER SCHOOL

d. Checklist used at: ☐ BEGINNING OF SERVING LINE * ☐ END OF SERVING LINE

   ☐ OTHER: (specify) [____]

e. Method used to check names: ☐ Self-Identification by Student (name or ID number)

   ☐ Visual Identification by Teacher, Cashier, etc. with Back-up Self ID (name or ID number)

   ☐ Other: (specify) [____]

f. Meal count: ☐ End of Meal Comparison of Checklist to List of Names of Eligible Children

   ☐ End of Meal Tally of Codes and Number of Children Checked Off

   ☐ Other: (specify) [____]

g. Cash payment accepted in serving line? ☐ YES ☐ NO

h. Cash meals counted by: ☐ TALLY SHEET OR HAND COUNTER

   ☐ ENTRY ON CODED CASH REGISTER KEYS

   ☐ OTHER: (specify) [____]

☐ ELEMENTARY SCHOOLS ☐ MIDDLE SCHOOLS ☐ JUNIOR HIGH SCHOOLS ☐ HIGH SCHOOLS
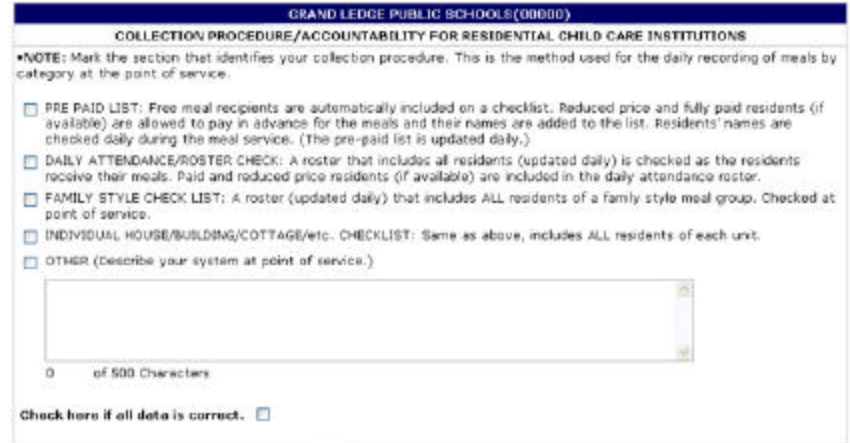
* Meal counts may be taken at the beginning of the serving line only when the school district **ensures** that meals are monitored for completeness at the end of the serving line.

Check here if all data is correct. ☐

Program Forms (continued)

Collection Procedure/Accountability- Ticket System (non-RCCI)

- If **Other** is selected for any item, a description must be provided for that item
- Meal counts may be taken at the beginning of the serving line only when the school district **ensures** that meals are monitored for completeness at the end of the serving line
- Complete the section on Preventing Overt Identification
- Verify that all data is correct
- **Click the SAVE button before proceeding**

Program Forms (continued)

Collection Procedure/Accountability-Computer System (non-RCCI)

- Note: "a. Payment for meals/milk" has separate items for frequency and method.
- If **Other** is selected for any item, a description must be provided for that item
- Meal counts may be taken at the beginning of the serving line only when the school district **ensures** that meals are monitored for completeness at the end of the serving line
- Verify that all data is correct
- **Click the SAVE button before proceeding**

Program Forms (continued)

Collection Procedure/ Accountability- Roster or Class List (non-RCCI)

- If **Other** is selected for any item, a description must be provided for that item
- Meal counts may be taken at the beginning of the serving line only when the school district **ensures** that meals are monitored for completeness at the end of the serving line
- Verify that all data is correct
- **Click the SAVE button before proceeding**

Program Forms (continued)

Collection Procedure/Accountability For Residential Child Care Institutions (RCCI)

- Mark the section that identifies your collection procedure
- If **Other** is selected, a description must be provided
- Verify that all data is correct
- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS(00000)

COLLECTION PROCEDURE/ACCOUNTABILITY FOR RESIDENTIAL CHILD CARE INSTITUTIONS

•NOTE: Mark the section that identifies your collection procedure. This is the method used for the daily recording of meals by category at the point of service.

☐ PRE PAID LIST: Free meal recipients are automatically included on a checklist. Reduced price and fully paid residents (if available) are allowed to pay in advance for the meals and their names are added to the list. Residents' names are checked daily during the meal service. (The pre-paid list is updated daily.)

☐ DAILY ATTENDANCE/ROSTER CHECK: A roster that includes all residents (updated daily) is checked as the residents receive their meals. Paid and reduced price residents (if available) are included in the daily attendance roster.

☐ FAMILY STYLE CHECK LIST: A roster (updated daily) that includes ALL residents of a family style meal group. Checked at point of service.

☐ INDIVIDUAL HOUSE/BUILDING/COTTAGE/etc. CHECKLIST: Same as above, includes ALL residents of each unit.

☐ OTHER (Describe your system at point of service.)

0   of 500 Characters

Check here if all data is correct. ☐

Program Forms (continued)

NSLP/SBP Collection Procedure Checklist – Preventing Overt Identification (non-RCCI)

- Select Yes or No for each of the questions
- Verify that all data is correct
- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS(00000)

NSLP/SBP COLLECTION PROCEDURE CHECKLIST - PREVENTING OVERT IDENTIFICATION

To help us further analyze your collection procedure, please answer the following questions. State agency staff will contact you if your collection procedure is unacceptable.

PREVENTING OVERT IDENTIFICATION	YES	NO
1. Are any serving lines which offer reimbursable meals set up to receive cash only?	☐	☐
2. Are children eligible for free or reduced price meals or free milk required to use a separate dining area, go through a separate serving line, enter through a separate entrance or consume their meals at a different time than children paying the full price?	☐	☐
3. Are only children eligible for free or reduced price meals or free milk listed on meal or milk count checklists or rosters?	☐	☐

Check here if all data is correct. ☐

Program Forms (continued)

NSLP/SBP Collection Procedure Checklist – Adequate Counting System At Point Of Service (non-RCCI)

- Select Yes or No for each of the questions
- If the counting system is not described or is not described in sufficient detail, and you need to provide a complete description, click the hyperlink to return to the Main Menu to upload or mail your attachment(s)
- Verify that all data is correct
- **Click the SAVE button before proceeding**

Program Forms (continued)

NSLP/SBP Collection Procedure Checklist – Eligibility Determination (non-RCCI)

- Provide the names and titles as requested
- The same person cannot be designated for both questions
- Verify that all data is correct
- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS (00000)

NSLP/SBP COLLECTION PROCEDURE CHECKLIST - ELIGIBILITY DETERMINATION

1. The person designated to review applications and make determination of eligibility for free and reduced price meals for the current school year is:

Name:

Title:

2. When an application for free and reduced price meals is rejected, the parents or guardians will be informed in writing of the reason for denial and of the hearing procedure. The designated hearing official for the current school year is:

Name:

Title:

Address:

(The hearing official must be someone who is **not** involved in the original eligibility determination. It is suggested that he/she hold a position superior to that of the determining official.)

Check here if all data is correct. ☐

Program Forms (continued)

Pre-Award Civil Rights Compliance Review (new applicants)

- Provide an estimate of both the racial and ethnic makeup of your school's enrollment and your Food Service Staff.
- An entry is required in every textbox. An entry of **0** is allowed.
- Complete the remaining questions, where applicable.
- Verify that all data is correct
- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS(00000)

PRE-AWARD CIVIL RIGHTS COMPLIANCE REVIEW

The following items must be completed *before* your school can be approved for participation in the National School Lunch, Commodity Distribution, Special Milk, Afterschool Snack and Breakfast Programs. To be eligible for these Programs, each institution must make the Program(s) available to children regardless of race, color, national origin, sex, age or disability.

1. Provide an estimate of both the racial and the ethnic make up of your school's enrollment and your Food Service Staff:

RACIAL IDENTITY	ENROLLMENT	FOOD SERVICE STAFF
American Indian or Alaskan Native	10	2
Asian	9	1
Black or African American	9	1
Native Hawaian or Other Pacific Islander	9	5
White	9	1
TOTAL	* 46	** 10

ETHNIC IDENTITY	ENROLLMENT	FOOD SERVICE STAFF
Hispanic or Latino	45	5
Not Hispanic or Latino	1	5
TOTAL	* 46	** 10

* Total enrollment or ** Total number of Food Service Staff at the school district

2. If applicable, describe any membership requirements that are a prerequisite for admission to your school:

aadf

4   of 500 Characters

3. List the names of other Federal Agencies providing assistance to your school:

aadf

4   of 500 Characters

4. Identify any findings of civil rights noncompliance by the Federal Agencies providing assistance to your school:

aadf

4   of 500 Characters

Check here if all data is correct. ☑

Program Forms (continued)

Summer Months Claim Information (non-RCCI)

- Select either Yes or No for questions 1 and 2 under **Regular School Year**

- Under **Summer School Programs**, if you select No for question 1, the remainder of the questions are not required

- Under **Summer School Programs**, if you select Yes for question 1, you must complete the remainder of the questions on this page

- Verify that all data is correct

- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS(00000)
SUMMER MONTHS CLAIM INFORMATION

Please check appropriate boxes and complete requested information related to claiming meals during the summer months.

Regular School Year:
Check one answer for each question.

1. Will the end of your regular school year exceed more than 10 meal serving days in June?
   ☐ Yes   Requires a separate June claim. Check June on the application.
   ☐ No   Do not check June on the application. Combine 10 or less days in June with your May claim.
2. Will the beginning of the next regular school year exceed more than 10 meal serving days in August?
   ☐ Yes
   ☐ No   Do not check August on your application. Combine 10 or less days in August with your September claim.

Summer School Programs (Extended School Year):
If your school district is going to be operating a summer school program that is an integral part of the curriculum or an extension of a local education program, prior State Agency review and approval is required to submit claims and/or order commodities for the School Meals Program.

1. Will you be operating a Summer School Program? (If No, The rest of this form is not required.)
   ☐ Yes
   ☐ No
If Yes, complete the following:
Summer School Months:
   ☐ June: If regular school days in June plus summer school days in June total more than 10 days, combine them and submit a claim for the month of June
   ☐ July: Do not combine July with any other month
   ☐ August: If summer school days in August plus regular school days in August total more than 10 days, combine them and submit a claim for the month of August

2. Dates of Summer School operation:
3. Type of Summer School Program(s) operated:
4. Meal types served:
   ☐ Lunch
   ☐ Breakfast
   ☐ Afterschool Snack (cannot be claimed without claiming Lunch)
5. Number of students enrolled:
6. Will you need to order commodities for the summer months?
   ☐ Yes
   ☐ No
Check here if all data is correct. ☐

Downloadable Required Documents

- You will see forms applicable to your program.

- Application Agreement
- Policy Statement
- Commodity Agreement
- Food Service Contract
- Joint Food Service Agreement
- Security Forms

APPLICATION AGREEMENT MATERIALS *(Read this first)*
- General Instructions
- Application Agreement
- Policy Statement
- Afterschool Snack Application – Agreement Addendum

SPONSOR / SITE INFORMATION *(Complete or Update and 'Save' the following forms)*
- Schedule A Sponsor Information
- Schedule A Site Listing

PROGRAM FORMS *(Complete or Update and 'Save' the following forms)*
- Prototype Document Certification – Policy Statement
- Collection Procedure/Accountability – Pre-Paid List
- Collection Procedure/Accountability – Ticket System
- Collection Procedure/Accountability – Computer Systems
- Collection Procedure/Accountability – Roster or Class List
- NSLP/SBP Collection Procedure Checklist – Preventing Overt Identification
- NSLP/SBP Collection Procedure Checklist – Adequate Counting System at Point of Service
- NSLP/SBP Collection Procedure Checklist – Eligibility Determination
- Pre-Award Civil Rights Compliance Review

DOWNLOADABLE REQUIRED DOCUMENTS *(Print, Sign and Mail to OSSS)*
- Application Agreement
- Policy Statement
- Commodity Agreement
- Food Service Contract
- School Meals Claim Security Access Form
- CNAP School Meals Security Access Form

Downloadable Required Documents
(Print, Sign and Mail to OSSS)

- **Items in this list will change depending upon selections made on the Sponsor and Site Information pages, and in Program Forms.**

- Download all items in this list by clicking the hyperlink. A new window will open from which you can print or save the document.

Downloadable Required Documents
(continued)

- School Meals Claim Security Access Form is required to be completed, signed and mailed each year

- CNAP School Meals Security Access Form is required to be completed, signed and mailed from FY 2004-2005 onward

- If a document is required to be attached (uploaded or mailed), do so under the **Attachments** section on the Main Menu.

Downloadable Prototypes

- **Downloadable Prototypes are required to be submitted to OSSS if changes to the forms provided are indicated on the Prototype Document Certification page**

PROGRAM FORMS *(Complete or Update and "Save" the following forms)*

- Prototype Document Certification – Policy Statement
- Collection Procedure/Accountability – Pre-Paid List
- Collection Procedure/Accountability – Ticket System
- Collection Procedure/Accountability – Computer Systems
- Collection Procedure/Accountability – Roster or Class List
- NSLP/SBP Collection Procedure Checklist – Preventing Overt Identification
- NSLP/SBP Collection Procedure Checklist – Adequate Counting System at Point of Service
- NSLP/SBP Collection Procedure Checklist – Eligibility Determination
- Pre-Award Civil Rights Compliance Review

DOWNLOADABLE REQUIRED DOCUMENTS *(Print, Sign and Mail to OSSS)*

- Application Agreement
- Policy Statement
- Commodity Agreement
- Food Service Contract
- School Meals Claim Security Access Form
- CNAP School Meals Security Access Form

DOWNLOADABLE PROTOTYPES *(Review the Instructions for the following Prototypes)*

- Letter to Parents – Confidential
- Letter to Parents – Shared Information
- Letter to Parents – Family Application
- Application for Free and Reduced Price School Meals
- Application for Free Milk
- Family Application for Free and Reduced Price School Meals
- Approval/Disapproval Form to Parents
- Sample Public Release for Free and Reduced Price Meals
- Sample Public Release for Free Milk

OTHER FORMS AND INFORMATION

Slide 55

Downloadable Prototypes

Documents in this section include:

- Letter To Parents – Confidential
- Letter To Parents – Shared Information
- Letter To Parents – Family Application
- Application For Free and Reduced Price School Meals
- Application For Free Milk
- Family Application For Free And Reduced Price School Meals
- Approval/Disapproval Form To Parents
- Sample Public Release For Free And Reduced Price Meals
- Sample Public Release For Free Milk

- If a document is required to be submitted (uploaded or mailed), do so under the **Attachments** section on the Main Menu.

Other Forms and Information

Other Forms and Information

- **Forms:**
- Snack Menu, Production and Meal Count Record / Daily Snack Count
- Afterschool Snack Program Roster
- Afterschool Snack Program Sign-in Sheet
- Afterschool Snack Program On-Site Review
- **Information:**
- Comparison of After School Snack Program
- Frequently Asked Questions and Answers about Snacks
- Afterschool Snack Requirements
- Sample Afterschool Snack Menus
- Guidelines for Use in Schools
- Using Family Application for Free and Reduced Meals
- Menu Planning

Attachments

Upload Files or Confirm Mailing using this utility

- **Items in this list will change depending upon selections made on the Sponsor and Site Information pages, and in Program Forms.**
- **Your application may not be approved until all required items have been received.**

Items which may appear in this list include:

- Signed copy of Application Agreement
- Signed copy of Policy Statement
- Joint Food Service Agreements
- Current License to Provide Residential Child Care Services
- Food Service Contract
- Commodity Agreement
- Explanation of Alternate Menu Planning Approach
- Prototype documents
- School Meals Claim Security Form
- CNAP School Meals Security Access Form (from 2005 onward)

Attachments (continued)

To Upload or Confirm Mailing:

- Click the **Upload/Mail** link to the right of the document you wish to upload or mail

- You will be directed to the Upload/Mail Attachments page

- **To Upload a File,** select the checkbox titled **Upload Document**
    - Click the **Browse** button and locate the file on your computer in the popup dialog
    - Click the **Open** button on the popup dialog (the dialog will close)
    - Click the **Save** button on the Upload/Mail Attachments page

- **To Confirm Mailing a Document,** select the checkbox titled **Mail Document**
    - Click the **Save** button on the Upload/Mail Attachments page

Main Menu | Application Menu | Help | Errors   Logout

SIGNED COPY OF APPLICATION AGREEMENT

Instructions: Either upload the document by following the Upload Instructions or mail the document by following the Mailing Instructions. Note: You may not both upload and mail a document. You must choose one or the other.

Upload Instructions: Check the Upload Document checkbox. Type in a descriptive title for the document that will be uploaded. Click the Browse button and search for your document on your computer. Once selected, the path to your file will appear in the Document Source field. Click the Save button.

☐ Upload Document

| Title | Signed copy of Application Agreement |
| Document Source | | Browse... |

Mailing Instructions: Check the Mail Document checkbox. Mail the appropriate document to the address below. Click the Save button. Include your name, application number and a description of the document in the mailing. If you have more than one document to mail, you may mail them together.

☐ Mail Document

Title	Signed copy of Application Agreement
Mail To:	Michigan Department of Education
	Office of School Support Services
	P.O. Box 30008
	Lansing, MI 48909

Save

Administrative Options

- **Add Users**
- **View PDF**
- **Last Submission**

Administrative Options

Adding Users to an Application

- MDE must add Level 3 Enter/Certify users.
- Your Level 3 (Enter/Certify) can enter additional users:
  - Level 2 Enter/Edit
  - Level 1 Read Only

To Add a User:

- Enter the user's MEIS Account Number in the textbox under the **Add Users to Application** section
- Select the new user's Security Level (Level 1 or Level 2)
- **Optional:** You may specify dates for the new user to become active (gain access to CNAP), and inactive (no longer be able to access CNAP)
- Click the **Save** button
- The new user will now be able to log in and access this application

CONTROL ACCESS TO THIS APPLICATION

Instructions: Authorized users can use this section to add, edit, or delete existing users in this application.

- Click the Jump to Add Users to Application and Jump to Edit/Delete Users from Application links to navigate between sections in this page. Each section has specific instructions listed.
- Check individual rows to either delete or inactivate users.
- Check the **All** boxes to select all boxes in the **Mark Delete** or **Mark Inactive** columns.
- Use the drop-down menus in the **User** column to update application security levels or to assign application contacts.
- Dates of activity are optional. Specify starting and ending dates in the **Date Active/Inactive** column.
- Access user information by clicking their name.
- Click **Save** to retain all changes.

Administrative Options (continued)

View PDF of this Application

- Select **View PDF** to view, print or save a PDF of the complete application

- The PDF will be filled in with the information entered in the application Sponsor/Site Information and Program Forms

- Print and maintain a copy of the final application for your records

- Remember to also print and retain the Program Renewal

Footer Details

CNAP
Child Nutrition Application Program

ADMINISTRATIVE OPTIONS
- Add Users
- View PDF of this Application

SUBMIT APPLICATION

Home | Main Menu | Help | Errors   View Comments | Logout

1. **Home** – Allows the user to return to the page with all initiated applications by the user's district/agency.

2. **Main Menu** – This link will return the user to the list of documents for the current application.

3. **Help** – This link will take the user to specific help information for each page. This feature is the first line of defense for question or problems that users might encounter.

4. **Errors** – This page will track the progress of the application and alert the user when any critical part is not completed. All errors must be addressed in order to submit the application.

5. **View Comments** – Use this to view processor comments.

6. **Logout** – This link will log the user out of the application.

CNAP
Child Nutrition Application Program

Application Errors

- This page displays errors in the Application

- Errors displayed on this page must be corrected before the application can be submitted

- Access the Errors page by clicking the **Errors** hyperlink in the menu bar from any page within a CNAP application

- To access and correct a specific error, click the hyperlinked name of the page on which the error occurs

- After an error is corrected and the Program Form is saved, the error will no longer appear on the Errors page

- Errors on the current page will also be displayed at the top of a Sponsor Information, Site Information or Program Form page after it is saved.

Home | Main Menu | Help | Errors   Logout

RETURN TO MAIN MENU

The following errors have been detected in your application:

Sponsor Information

- Sponsor Information – You must supply a Contact Person's name on line 7.
- Sponsor Information – You must supply the Contact Person's title on line 7.
- Sponsor Information – You must supply the Contact Person's telephone number on line 7.
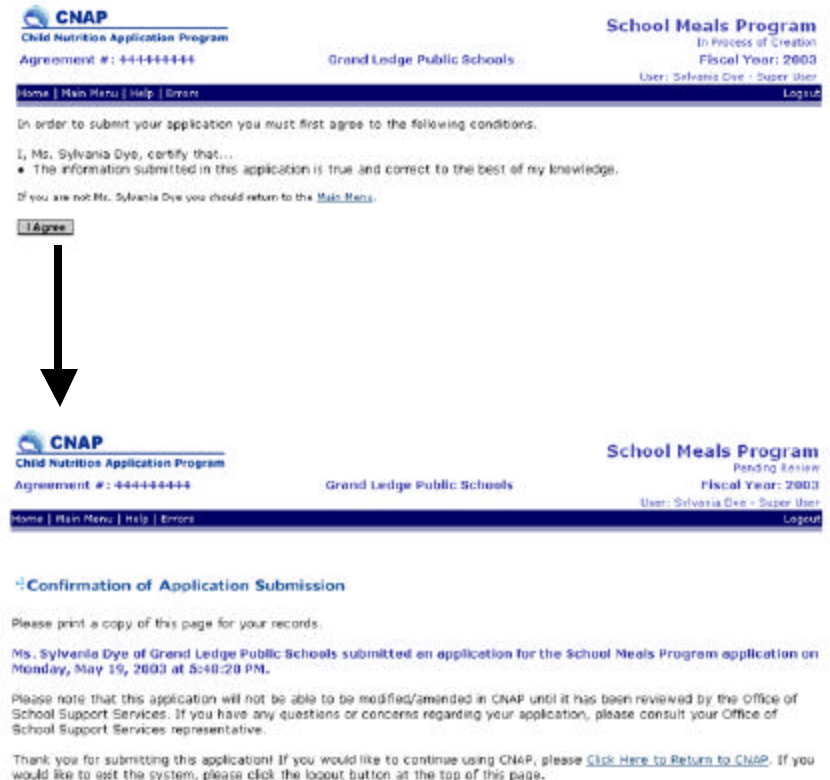- Sponsor Information – You must supply the Contact Person's email address on line 7.

Site Information

- Site Information for Grand Ledge Elementary – You must enter this site's Special Milk enrollment.
- Site Information for Grand Ledge High School – You must enter this site's Special Milk enrollment.
- Site Information for Hayes Elementary – You must enter this site's Special Milk enrollment.

Home | Main Menu | Help | Errors   Logout

Submission of the Application

To Submit an Application:

1. To do this, click the **Submit Application** button on the Application Menu.

2. Only an Enter/Certify user can submit an application.

3. If there are any errors, a page will prompt the necessary corrections.

4. After all errors are corrected, return to the Main Menu and click the **Submit Application**.

5. The next page will present conditions that must be agreed upon when submitting the application.

6. After reading and agreeing with conditions, click the **I Agree** button to continue.

7. The user will see a confirmation page. Please print this page to keep as a record of the submission of the application.

Agenda

- What is CNAP?
- What is needed to use CNAP?
- Accessing CNAP
- Entering a School Meals application
- *Modifications and amendments*
- Questions

Application Status Levels

Application Status Levels - To keep track of applications within the CNAP system a status level is applied to the application at every step. There are two distinct status categories, Applicant side and Processor side. The Applicant side status levels are given to the application if the applicant must perform actions such as addition or deletion of data. The Processor side status levels allow for the OSSS Processors to view the data, comment on the application and then approve and certify the Sponsor.

Applicant Status Levels

- In Process of Creation
- Modifications Required
- Modifications in Progress
- Amendment in Progress
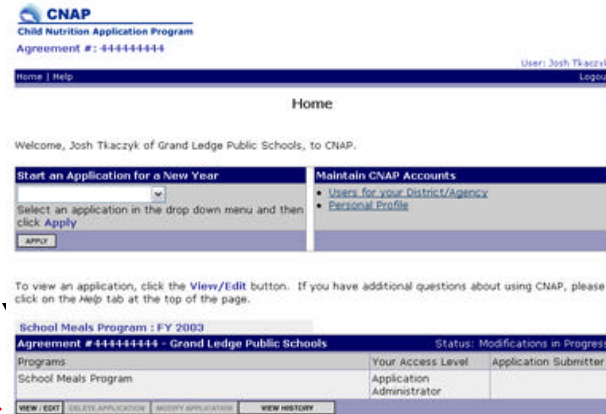
Processor/Certifier Status Levels

- Pending Review
- Review In Progress
- Approved, Pending Certification
- Certification in Progress
- Approved and Certified

Modifications Process

Modifying the Application

- When the application status is Modifications Required, a **Modify Application** button shows next to the application on the Home page.

- Level 3s (Enter/Certify) can click **Modify Application** to begin updating the application, which changes the status to Modifications in Progress.

- Enter/Certify users can submit the modified application by clicking the **Submit Modifications** button on the Main Menu.

Checklist: View Comments

Processor Checklist

After submission of the application in the CNAP system, the application will be reviewed by OSSS Processors.

During the review process, OSSS Processors make comments in checklists. These external comments can be viewed by the applicant.

Once comments are entered in the checklist, a link in the CNAP header will appear called **View Comments**.

Click the **View Comments** link in the menu bar to view your Processor's comments

Amendment Process

Amending the Application

- Once an application is Approved and Certified, an **Amend Application** button shows next to the application on the Home page.

- Enter/Certify users can click **Amend Application** to begin an amendment, which changes the status to Amendment in Progress.

- Enter/Certify users can submit the amended application by clicking the **Submit Application** button on the Main Menu. CNAP will ask for a brief narrative to explain why the amendment is needed.

Agenda

- What is CNAP?
- What is needed to use CNAP?
- Accessing CNAP
- Entering a School Meals application
- Modifications and amendments
- *Questions*